



2.2.1 Guidance Supports

Procedure code and title:	2.2.1 Guidance Supports
Policy area:	2.2 Support for Learners
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Purpose

The purpose of this procedure is to detail how KWETB provides support and guidance to ensure the wellbeing of the learner across FET Provision and FET Provision-Second Providers.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with integrated procedures for FET Provision and FET Provision-Second Providers.

Preamble

Learner well-being is at the forefront and centre of all KWETB activity. Supports for the learner include access to Guidance and Counselling. The learner's needs are met under KWETB's commitment to equality legislation and to their public duty to deliver an inclusive service. Learners across FET Provision and FET Provision-Second Providers can seek guidance and supports on accessing their programme, during the programme, and after they have completed their programme of learning.

Supports for the learner exist to ensure that learners experience ease of access to learning without unnecessary barriers to achievement of their goals. Information about learner supports is published in learner handbooks; on social media and other online platforms accessed regularly by learners, during induction, information and one-to-one meetings with learners.



The Adult Guidance / Advocate Service

The KWETB [Adult Guidance Service](#) and Information Service is available to all adults and those over 16 years of age who are no longer in mainstream school education in Co Kildare and Co Wicklow. The service assists clients in exploring further education and training options and assists in developing personal and career progression plan. Within KWETB the Adult Guidance Service provides a free service to the learner to support and assist in making informed choices around courses within FET Provision and FET Provision-Second Providers and guidance on progression opportunities. The service is both impartial and confidential and offers advice and guidance to support learners through the process of

- Identifying learner's current skill set, strengths, and experiences
- Assisting learners to make informed decisions about your future
- CV Preparation and Interview Skills
- Assisting learners in application procedures for colleges.
- Give learners information and advice on education grants, rights and entitlements

The Advocate service provides a career guidance, counselling service and one-to-one support for early school leavers aged between 15-21 years. The service supports young people that have left school early as they can struggle to find a route back into education, training or employment. The service gives each young person the opportunity to learn more about themselves and build on their skills. They can develop a career path plan for the future to enable them to progress to further education, training and employment. The service is confidential and free of charge.

The KWETB Advocacy service offers:

- Career guidance, counselling, mentoring, advocacy & information.
- Develop a career path plan with the advocate.
- Identify your interests, skills and abilities.
- Explore education, training & employment opportunities.
- Grant assistance & advice

Procedure – 2.1.1 Guidance and Counselling

1	<p>The Programme Co-ordinator should inform learners of guidance/advocate supports available at induction.</p> <p>The Programme Co-ordinator should ensure that information on guidance/advocate supports available is included in information packs and learner handbooks.</p>
2	<p>The Adult Guidance Service/Advocate should present to learners and describe the service and its benefits.</p>

3	The Adult Guidance Service/Advocate should ensure that all learners across FET Provision and FET Provision-Second Providers know how to avail of the Adult Guidance/Advocate Service.
4	The Programme Co-ordinator should liaise with the Adult Guidance/Advocate Service to arrange either group presentations or one-to-one sessions for learners.
5	The Programme Co-ordinator and the Adult Guidance/Advocate Service should ensure that all applications for support are treated fairly, with consistency and transparently and GDPR policies are observed at all times.
6	The Programme Co-ordinator should ensure that learners who have left the programme can continue to avail of free confidential career guidance from the Adult Guidance/Advocate Service.

Link to other Policies/Procedures

2.1.1	Student Induction
2.1.3	Information to Learners
3.4.4	GDPR Policy



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